



PRESQUE ISLE TOWNSHIP
Parks and Recreation Meeting Minutes
October 27, 2025 - 6:00 p.m.

Call to Order

6:08 PM

Pledge of Allegiance

Pledge was recited.

Roll Call

Present: Vice Chair Russ Kauffman, Board Liaison Kate Szydowski, Secretary Bonnie Moran, and members Paige Mead and Karen Torsch.

Absent: Chair Nancy Kinney and member Kelsey Mitchell (Mitchell arrived at 6:42pm).

Approval of Agenda:

Two additions to the agenda were requested.

1. Mead requested to add 5K Approval to New Business.
2. Szydowski requested to add Christmas Discussion to New Business.

A motion was made by Moran, supported by Szydowski, to approve the agenda as amended with the two additions. Motion carried unanimously.

Approval of Minutes (9/29/25)

A motion was made by Kauffman, supported by Szydowski, to approve the September minutes. Motion carried unanimously.

Unfinished Business:

- a. Autumn Lights Recap**
- b. Christmas Tree Sponsors**

Autumn Lights Recap: Szydowski informed the committee that the Autumn Lights Festival incurred \$1,094.19 in expenses, offset by \$349 in donations. She stated that the costs came in under the approved \$1,600 budget largely due to the cancellation of the petting zoo.

Mead estimated that over 300 people attended the event.

Christmas Tree Sponsors: Szydowski reported that seven sponsorships had been sold to date. She noted that office staff would advertise remaining sponsorships on Facebook and that tree setup is scheduled for November 24th on the lighthouse grounds. The committee also discussed the tree decorating process and signage.



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New Business:

- a. Rockport Survey**
- b. Member Assignments for 2026**
- c. PITMS 2026 Events Approval**
- d. November Meeting Location**
- e. 2026 Calendar of Events**
- f. 5K Fundraiser Approval**
- g. Christmas Discussion**

Rockport Survey: The committee briefly discussed a survey being conducted by the Michigan Department of Natural Resources regarding a new general management plan for the Rockport Recreation Area. Members were encouraged to review and complete the survey.

Member Assignments: Szydlowski reviewed a list of committee responsibilities and proposed assigning specific tasks two months prior to events to better distribute workloads. Members agreed that having a designated project lead for each event would be most effective.

PITMS Events Approval: Presque Isle Township Museum Society (PITMS) President Mary Tagliareni presented the 2026 PITMS event schedule and requested use of the lighthouse grounds and Garrity Hall for the planned activities.

A motion was made by Moran, supported by Szydlowski, to approve the Museum Society's use of the lighthouse grounds for the scheduled events. Motion carried unanimously.

November Meeting Location: The committee discussed holding the November meeting at the New Lighthouse, to be followed by decorating the township's Christmas tree. Following discussion, the committee agreed to reschedule the November meeting to Saturday, December 6th at 10:30a.m. at the New Lighthouse.

2026 Calendar of Events: The committee discussed a proposed 2026 calendar of events submitted by staff.

A motion was made by Moran, supported by Mead, to approve the submitted 2026 Calendar of Events with the following revisions:

1. The Light up the Sky Fundraiser will take place on Sunday, May 24th, 2026.
2. The Autumn Lights Festival will be held on Saturday, October 10th, 2026.



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3. The Lighthouse gift shops will close on Monday, October 12, 2026.
4. The Christmas tree lighting will be held on Saturday, December 5th, 2026.

Motion carried unanimously.

Light up the Sky 5K: Mead reported that she had received correspondence from the organizer of the Light up the Sky 5K fireworks fundraiser, which is scheduled for Sunday, May 24th, 2026. Mead stated that the organizer was requesting use of Garrity Hall on the day of the event and asked to be included under the township's liability insurance coverage.

A motion was made by Szydowski, supported by Kauffman, to approve use of Garrity Hall and inclusion under the township's liability insurance for the 5K fireworks fundraiser. Motion carried unanimously.

Christmas Discussion: PITMS President Mary Tagliareni, along with representatives from the Friends of the Grand Lake Library and the Presque Isle Women's Club, discussed the schedule and planned activities for the upcoming *Christmas in Presque Isle* event, organized by Team Presque Isle and scheduled for Saturday, December 6th, 2025.

A motion was made by Moran, supported by Mitchell, to approve the use of Garrity Hall and the lighthouse grounds for the Friends of the Grand Lake Library and Presque Isle Women's Club activities during the *Christmas in Presque Isle* event. Motion carried unanimously.

The committee then discussed anticipated costs for the upcoming *Christmas in Presque Isle* event, including the horse and wagon rental and decorations.

A motion was made by Szydowski, supported by Mead, to approve a budget up to \$400 for the *Christmas in Presque Isle* event. A roll call vote was taken; all members voted aye. Motion carried.



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Reports:

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| a. Board Liaison – K. Szydlowski | a. A written report was submitted by Szydlowski. |
| b. Facilities Manager – M. Bedard | b. A written was submitted by Bedard. |
| c. Committee Chair – N. Kinney | c. No report. |
| d. Secretary – B. Moran | d. No report. |
| e. Vice Chair – R. Kauffman | e. No report |
| f. Member – Paige Mead | f. No report. |
| g. Member – Kelsey Mitchell | g. No report. |
| h. Member – Karen Torsch | h. No report. |

Correspondence

Mead reported receiving one item of correspondence regarding the Light up the Sky 5K fundraiser, which was previously discussed.

Audience Comments: (3-minute limit)

None.

Adjournment:

7:22pm

Next Meeting: Saturday, December 6, 2025, at 10:30am at the New Lighthouse Park.

TO: Parks and Recreation Committee
From: Kate Szydlowski
Date: October 23, 2025
RE: Parks and Rec Meeting – October 27, 2025

- Paige Mead was appointed to the Parks and Rec Committee
- The cost of the Autumn Lights Festival was \$1,094.19. We received \$349.00 in donations.

October, 2025

Memorandum For:
Presque Isle Township, Board of Trustees
From: Matthew G. Bedard, Facilities & Projects Manager

Subject: Project Status Report, September 2025

We are pursuing cost reimbursement through FEMA for expenses incurred during the Spring 2025 ice storm. We are currently drafting the list of claims for submission and are scheduled to meet with FEMA representatives for an on-site review on Friday, October 3. We are also hosting a third site evaluation for the proposed new parking area near New Lighthouse Park. We are scheduled to meet with the Contractor on Wednesday, 8 October. The Lighthouse Giftshops are now in their fall seasonal hours (Fri-Mon) through October 13th. Once the gift shops have closed for the winter season, we will begin winterization actions throughout the township parks.

Recurring maintenance: We are continuing our fall schedule of facility roof inspections, as well as winterizing our equipment, as summer operations come to a close. This will include remaining fuel storage and stabilization of equipment. We are also inspecting the furnaces, exhaust stacks, cleanouts, and replacing air filters for the forced-air furnaces throughout the Twp facilities.

1. Facility Maintenance:

Job Order: SL 1210325 is an installation project to construct a fireplace mantle at the Twp Hall. We have purchased live-edge, rough-sawn lumber and are currently prepping and finishing the wood for installation. Status: Complete.

Job Order: MB 5420625 is a repair project for the entrance storm door to the 1870 building. We have replaced the door handle and closure as an interim repair. Awaiting sourcing for a like-style replacement, reflecting period-appropriate style and materials. Status: In Progress.

Job Order: MB 5410225 is a repair project to replace the storm/screen door at the rear entrance of the 1905 House. The existing door has rotted near the bottom of the frame and paneling sections. We have already repaired this door once, but the current damage is beyond reasonable repair and warrants replacement. Status: In progress, sourcing available suppliers.

Job Order: MB 5450124 is a maintenance and repair project to provide illumination to the street lamp display near the southern entrance of the New Lighthouse Park. The existing lamp display is electrified and provides an electric power supply to the ground light at the base of the flagpole. We are working to restore power to the light at the top of the display. Status: In Progress. Awaiting contractor estimate.

2. Project Management:

Work Order 5430125 is a new construction project to build additional workspace in the maintenance area of Garrity Hall. This proposed addition will add a 12'x16' addition onto the east side of the facility. We met with an architect from R.S. Scott to develop a site plan and concept drawing with floor and elevation views. Once completed, we will present these drawings to SHPO for concept consideration. Upon approval, we will solicit bid proposals from local-area contractors. A contract draft has been submitted by RS Scott to develop concept and construction drawings. Contract for draft prints awaiting township approval.

Work Order 1210125 is a repair project to replace the local business directional signage at several locations throughout the township. New informational signs have been installed at three locations: the intersection of Rayburn and E. Grand Lake Road, Highland Pines and E. Grand Lake Road, and 638 and E. Grand Lake Road. A fourth location, situated at the intersection of 638 and Highland Pines Road, is now also complete. Status: Complete.

Work Order 5430124 is a maintenance project to re-paint the landing floor, walls, and interior door near the top of the New Lighthouse tower. We are currently scraping and prepping the floor. Painting will begin after the season closure for tower climbs. Status: In progress, 70% complete. Est. Cost: \$500. We will continue the project after the park closure in mid-October.

Work Order 5470124 is a grounds improvement project to create an overflow parking area near the entrance to the New Lighthouse Park. The parking plan will provide 50 additional parking spaces, as well as drive-through parking for RV and vehicle-trailer configurations. We have received a drafted plot plan from an engineer at R.S. Scott and solicited approval from the SHPO for the concept and placement. SHPO has approved an alternate site plan. We have contracted for a site and topography report to determine the elevation and grade, which will help calculate the volume of ballast and finish material needed for this site. Additionally, we ordered a pre-application site visit from EGLE to determine if a wetland presence exists at the proposed site location. Status: EGLE determined that no wetlands are present in the proposed site. Awaiting modified contractor bid proposals, scheduled for 8 October.

Work Order 5250324 is a repair project to renovate the stockade display at the Old Lighthouse Park. Many of the floor decking boards and joists are deteriorated and require replacement. Status: On hold. Est cost: \$1,600.

Sincerely,

//SIGNED//
Matthew G. Bedard
Facilities & Projects Manager